

STEPS to Successful Career Planning

The STEPS model - *Self-Discovery*

Skills assessment

Skills are developed through paid and unpaid work experiences, volunteerism, hobbies, classroom experiences, and through everyday living. The following is only a partial sample of skills that by no means exhausts your own skills repertoire. You may use this list to initiate your skills assessment. Your goals should be to take an accurate inventory of your skills, to prioritize your skills according to level of interest, and then to assess your proficiencies.

To begin, follow these steps:

1. Print out a copy of this list.
2. Put a checkmark by those skills you have used in the past.
3. Review your checked skills and circle those that interest you the most.
4. Rate the circled skills according to your level of proficiency.

abstracting	acting	adapting	adjusting	administering
advertising	advising	analyzing	answering	anticipation
applying	approving	acquiring	arbitrating	arranging
assessing	assigning	assisting	assuring	attaining
auditing	bargaining	briefing	budgeting	building
calculating	charting	checking	classifying	coaching
collaborating	communicating	comparing	compiling	completing
composing	computing	constructing	consulting	coordinating
coping	copying	counseling	creating	deciding
decorating	defining	delegating	demonstrating	detailing
determining	developing	devising	diagnosing	directing
discovering	discussing	displaying	dissecting	distributing
drafting	dramatizing	drawing	editing	eliminating
empathizing	empowering	encouraging	enforcing	estimating
evaluating	examining	explaining	expressing	extracting
facilitating	filing	financing	following	gathering

guiding	handling	helping	hiring	hypothesizing
identifying	illustrating	imagining	implementing	improving
improvising	influencing	initiating	innovating	inspecting
inspiring	installing	instructing	integrating	interpreting
interviewing	inventing	inventorying	investigating	leading
learning	lecturing	listening	managing	manipulating
mediating	memorizing	mentoring	monitoring	motivating
navigating	negotiating	observing	operating	ordering
organizing	originating	participating	perceiving	performing
persuading	photographing	piloting	pinpointing	planning
predicting	preparing	prescribing	presenting	printing
problem-solving	processing	producing	programming	promoting
proofreading	proposing	providing	publicizing	purchasing
reading	reasoning	receiving	recommending	reconciling
recording	recruiting	referring	rehabilitating	reinforcing
relating	reorganizing	repairing	reporting	researching
restoring	reviewing	revising	risking	scheduling
selecting	selling	separating	serving	setting-up
sharing	simplifying	sketching	solving	speaking
sorting	sporting	studying	summarizing	supervising
supplying	synthesizing	talking	teaching	team-building
telling	training	translating	traveling	treating
trouble-shooting	tutoring	understanding	unifying	uniting
verbalizing	visualizing	writing		

Arizona State University Career Services (2007)

<http://career.asu.edu/S/careerplan/selfdiscovery/SkillsAssessment.htm>